

This is Google's cache of <http://www.zdnetindia.com/print.html?iElementId=24575>.  
Google's cache is the snapshot that we took of the page as we crawled the web.  
The page may have changed since that time. Click here for the [current page](#) without highlighting.  
To link to or bookmark this page, use the following url: <http://www.google.com/search?q=cache:Lo-kFqIuppwJ:www.zdnetindia.com/print.html%3FiElementId%3D24575+Excel+Speech+Recognition&hl=en&ie=UTF-8>

Google is not affiliated with the authors of this page nor responsible for its content.

These search terms have been highlighted: **excel speech recognition**

Sponsored by **intel.**

Location: <http://www.zdnetindia.com/help/howto/stories/24577.html>.

## Fine-tune your Office XP settings

*Learn six ways to make Office XP more friendly to the most important user: you! Find out how to set up **speech recognition**, make documents private, and more.*

Gregg Keizer, June 04, 2001

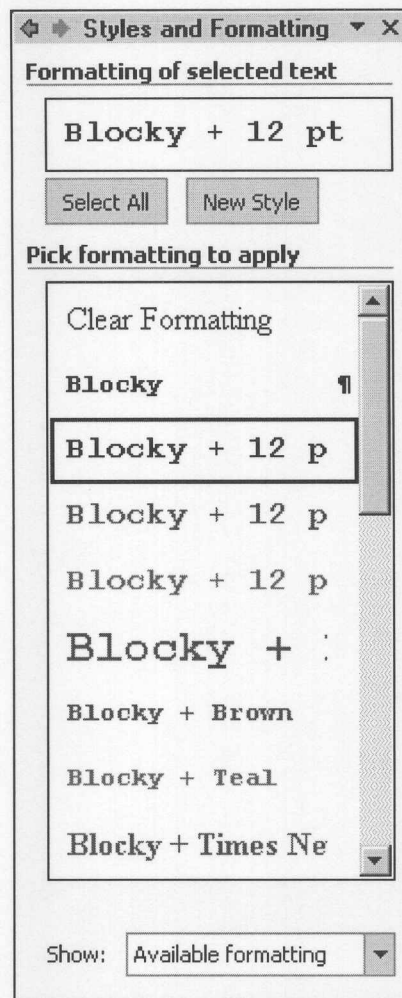
Learn six ways to make Office XP more friendly to the most important user: you! Find out how to set up **speech recognition**, make documents private, and more.

Office XP puts control where it belongs: in your hands. In fact, compared to earlier Office editions, Office XP is positively flexible. These six tips show you just some of the ways you can tweak and customize Office.

### Relocate your Task Panes

Office XP's handy new *Task Panes* (windows that contain context-sensitive toolsets) give you easy access to all kinds of editing tools, but they take up a significant amount of screen space and may obstruct the view of your documents. Fortunately, you can detach any Task Pane in any Office application from the main window and deposit it anywhere on the desktop, and you can reduce its size as well. Simply click the top edge of the Task Pane, drag it away from the application window, and drop it wherever you want.

**Figure A:** You can pull Office XP's Task Pane from the main document window and float it anywhere on the desktop.



Next time you run this application and bring up the Task Pane, it will appear where you last left it, so you don't have to waste time reconfiguring your work space. In fact, each Office XP application keeps track of its own Task Pane, so if you move the pane to different places in, say, Word and **Excel**, it appears wherever you left it the last time you ran the program.

Office XP comes with built-in **speech recognition** software, but it won't install that feature to your hard drive unless you choose Custom Install, then open Office Shared Features > Alternative User Input > **Speech** and select "Run From My Computer." If you decide later that you'd like to give up 64MB of disk space to dictate to your PC, you can always install the feature later.

The easiest way to add **speech** is from within Word 2002. Select Tools > **Speech** and click Yes when asked if you want to install this feature. You'll need your Office XP CD-ROM, of course.

If you haven't installed Word, you can enable **speech recognition** this way:

- Go to Start > Settings > Control Panel and choose Add/Remove Programs.
- On the Install/Uninstall tab, choose Microsoft Office XP and click Add/Remove.
- The Office XP Setup dialog appears; select "Add Or Remove Features" and click Next.
- Under Features To install, click the small plus sign (+) beside Office Shared Features.
- Click the plus sign next to Alternative User Input, click **Speech**, and choose "Run From My Computer" in the drop-down list.
- Click the Update button.

Unlike other **speech recognition** programs, such as IBM ViaVoice, Office XP **speech** doesn't let you create

voice-activated macros. Thankfully, you can combine **speech recognition** with an Office XP application macro for the same end result.

Let's say you want to create a command that lets you insert your return address into a Word document. Just follow this three-step process. (Note: This process works in almost any Office XP app; there are some small differences in Outlook.)

**Step 1:** Create a macro that records the action(s) and/or text entry. Go to Tools > Macro > Record New Macro to get started.

**Step 2:** Make a custom toolbar by choosing Tools > Customize and clicking the Toolbars tab. Click New, type a name for the toolbar into the Toolbar name field, and click OK. The new toolbar pops up. Drag it into place with the rest of the toolbars at the top of the Word window.

**Step 3:** Finally, add your new macro button to the custom toolbar you just built. Click the Commands tab in the Customize dialog box. In the Categories list, select Macros, then drag the new macro from the Commands box at the right onto your custom toolbar and drop it there. Click Close in the Customize dialog.

Now you can run this macro simply by saying its name (the one on the toolbar button).

On the whole, Smart Tags are immensely useful. But they can be as annoying as Clippy, the former Office Assistant--particularly the little dotted lines that appear beneath Smart Tag-linked content and the Smart Tag pop-up buttons. And unfortunately, Office doesn't group all Smart Tag options in a single dialog box or provide you with a one-click way to disable them all; instead, you have to hunt them down to eliminate them one by one. Here's how:

#### In Word 2002

- To turn off Smart Tags that recognize names, dates, times, places, telephone numbers, and recently used e-mail addresses, select Tools > AutoCorrect Options and click the Smart Tags tab. Clear the "Label text with Smart Tags" and "Show Smart Tag Action buttons" check boxes and click OK. (You can individually enable or disable Smart Tag functions by filling or clearing the boxes in the Recognizer list.)
- Disable the AutoCorrect Smart Tag by choosing Tools > AutoCorrect, clicking the AutoCorrect tab, and clearing the "Show AutoCorrect Options buttons" box. Click OK.
- To turn off the Paste Options Smart Tag, head to Tools > Options and click the Edit menu in the Options dialog. Clear the "Show Paste Options buttons" box and click OK.

#### In Excel 2002

- To turn off **Excel's** Smart Tags in the AutoCorrect dialog box, select Tools > AutoCorrect, click the Smart Tags tab, clear the "Label data with Smart Tags" box, and click OK.
- You can also stifle **Excel's** error-checking Smart Tag, which appears when a formula violates the rules. Choose Tools > Options, click the Error Checking tab, and clear the "Enable background error checking" box. Click OK.
- Disable AutoCorrect and Paste Options using the same procedures as in Word 2002. Disabling Paste Options also turns off **Excel's** AutoFill Options Smart Tag. (In fact, if you've disabled them in Word, they're turned off in all applications of Office XP.)

#### In PowerPoint 2002

- To turn off PowerPoint's AutoFit, Automatic Layout, and AutoCorrect Smart Tags, select Tools >



AutoCorrect, click the AutoCorrect tab, and clear the "Show AutoCorrect options buttons" box. Next, click the AutoFormat As You Type tab, then clear the two boxes beginning with AutoFit under the "Apply as you type" section, as well as the "Automatic layout for inserted objects" under the "Apply as you work" heading.

- Disable AutoCorrect and Paste Options with the same procedures as in Word 2002.

Word, **Excel**, and PowerPoint 2002 will strip several kinds of personal information out of documents, retaining your privacy in situations when you don't want others to know who created or modified files.

Select Tools > Options in any of these applications, then click the Security tab. Under the Privacy options section, check the "Removing personal information from this file on save" box. The next time this file is saved, Office deletes personal information or replaces it with generic substitutes, including:

- Your name, manager, and company in the Properties dialog (File > Properties)
- Names of authors associated with editing changes made when different people use the review and mark-up tools (such as Track Changes in Word and **Excel**)
- Names listed as having saved each version of a document when Versioning is turned on in Word (File > Versions)

With Office XP, it's now possible to create a file of your customized settings, including menu, toolbar, and template modifications. Store that file either locally or on a secure Web server, and thereafter, anytime you use an unfamiliar Office XP-equipped computer, you can use that profile file to turn it into a virtual duplicate of your own.

To prepare your profile, click the Windows Start menu, choose Programs > Microsoft Office Tools, and click "Save My Settings Wizard." Follow the instructions in the wizard.

Save these settings locally, either to a company's network or to your own backup disk (the settings file is small enough to stick on a floppy). If your hard drive melts down, and you need to reinstall Office, you can easily restore your settings from this file, saving yourself tons of time.

As a backup and for those times when you want to personalize another edition of Office but don't want to haul around a disk, we also recommend saving your profile to Microsoft's secure online server. There's no charge (all you need is a Passport account), and Microsoft swears that it cannot access this information. You can retrieve this file using any Internet-connected computer, then use it to restore that PC's Office XP to your personal settings.